

LECKEY®

# Toilet Seat

USER MANUAL





The Leckey Toilet Seat has been designed to reach new levels of functionality and adjustability for use as a toileting aid or as a shower chair. This manual shows you how you can quickly and easily make use of all of the functions. The instructions on the safety and maintenance of the product will ensure that you will enjoy the use of this product for a long time.

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## **1 Intended Use**

The Leckey Toilet Seat is for use in as a free standing toilet seat, a shower chair or an over toilet seat. The Leckey Toilet Seat is intended for children with disabilities from the age of 1 to 18 years old who may have a lack of trunk control or excessive muscle tension due to conditions such as cerebral palsy and/or those who are unable to support themselves during the toileting or bathing process.

## **2 Declaration of Conformity**

James Leckey Design Ltd. as manufacturer with sole responsibility declares that the Leckey Freestander conforms to the requirements of the 93/42/EEC Guidelines and EN12182 Technical aids for disabled persons. General requirements and test methods.

## **3 Terms of Warranty**

The warranty applies only when the product is used according to the specified conditions and for the intended purposes, following all manufacturers' recommendations (also see general terms of sales, delivery and payment). A two year warranty is provided on all Leckey manufactured products and components.

## **4 Product History Record**

Your Leckey product is classified as a Class 1 Medical device and as such should only be prescribed, set up or reissued for use by a technically competent person who has been trained in the use of this product. Leckey recommend that a written record is maintained to provide details of all setups, reissue inspections and annual inspections of this product.

## **5 Product Training Record**

### **(Parents, Teachers & Carers)**

Your Leckey product is a prescribed Class 1 Medical Device and as such Leckey recommend that parents, teachers and carers using the equipment should be made aware of the following sections of this user manual by a technically competent person:

### **Section 6**

Safety Information

### **Section 8**

Clinical setup for postural management & daily use

### **Section 10**

Daily Product Inspection

Leckey recommend that a written record is maintained of all those who have been trained in the correct use of this product.

## 6 Safety information



1. Always read instructions fully before use.



2. Users should not be left unattended at any time whilst using Leckey equipment.



3. Only use Leckey approved components with your product. Never modify the product in any way. Failure to follow instructions may put the user or carer at risk and will invalidate the warranty on the product.



4. If in any doubt to the continued safe use of your product or if any parts should fail, please cease using the product and contact our customer services department or local dealer as soon as possible.



5. Carry out all positional adjustments and ensure that they are securely fastened before you put the user into this product.



6. When the product is stationary ensure that all castors are locked and facing away from the base as this will improve product stability.



7. When putting the user into the toilet seat both for positional and safety reasons always secure the lap strap first.



8. Never leave the product on a sloping surface, greater than 5 degrees. Always remember to lock all the castors.



9. The product contains components which could present a choking hazard to small children. Always check that locking knobs and bolts within the child's reach are tightened and secure at all times.



10. Leckey products comply with fire safety regulations in accordance with EN12182. However the product contains plastic components and therefore should be kept away from all direct sources of heat including naked flames, cigarettes, electric and gas heaters.



11. Do not place hot items on the tray greater than 40 degrees.



12. Clean the product regularly. Do not use abrasive cleaners. Carry out maintenance checks on a regular basis to ensure your product is in good working condition.



13. The product is designed for indoor use and when not in use should be stored in a dry place that is not subjected to extremes of temperature. 16 The safe operating temperature range of the product is +5 to +40 deg Celsius.



14. The weight limit on the Leckey Toilet Seat is 72KG. This should NEVER be exceeded.

# How to unpack and assemble

Congratulations on purchasing your Leckey Toilet Seat. Your Leckey Toilet Seat will come boxed, bubble wrapped, assembled and will include a footrest, a commode pan, a pommel and any additional accessories as ordered.

Your Leckey Over Toilet Seat will come boxed, bubbled wrapped and assembled and will include pommel and any additional accessories as ordered. The box will also include a metal bracket to attach the seat to the toilet.

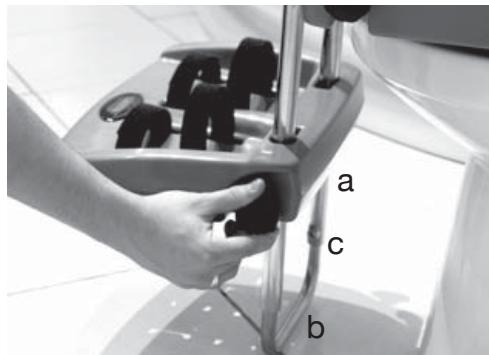
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## Attaching the Backrest

You firstly need to attach the backrest to the toilet seat. There are either 2 or 3 sets of holes in which the backrest can be positioned depending on the seat depth required.

## Attaching the Footrest

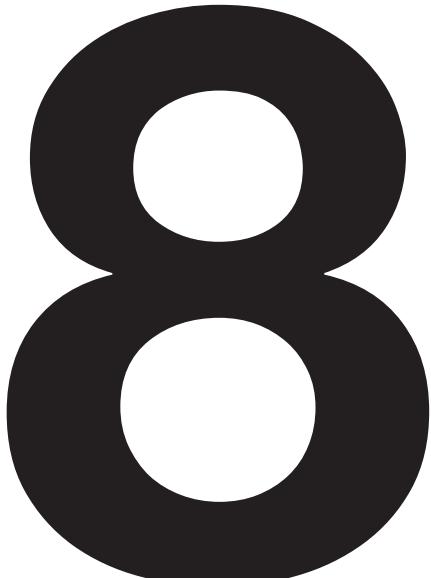
To attach the footrest, firstly loosen the allen bolts 'C' and remove the bar 'b'. Then slot the footrest up and over the remaining bars and when in position, tighten the bolts 'a'. The bar 'b' should then be re-attached and the allen bolts 'c' tightened securely.



# Clinical setup for postural management and Daily Use

The clinical setup of the product should be completed by a technically and clinically competent person who has been trained in the use of the product. Leckey recommend a written record is maintained of all clinical setups for this product.

Parents and carers should be shown how to make frequent adjustments and made aware of the safety checks in section 6 by a technically and clinically competent person who has been trained in the use of the product. Leckey recommend that a written record is maintained of all parent and carers who have been trained in the use of this product.



## **Seat Depth Adjustment**

The Seat depth of the Toilet Seat can be altered by changing the position of the backrest. The backrest can be positioned into any one of the 3 slots located in the seat base.



## **Footrest Height Adjustment**

The footrest can also be adjusted to accommodate varying lower leg lengths. To adjust, loosen the knobs on both sides, raise or lower to the required position and then re-tighten the bolts securely.



## Attaching the Commode pan

To remove or attach the commode pan, it is important to firstly remember to remove the pommel. Once the pommel is removed, the commode pan can then simply be attached or removed by sliding along the sliders underneath the seat. The pommel should always be re-attached to secure the commode pan into position.

## Tray Adjustment

A Positional tray is available as an accessory for the Leckey Toilet Seat. The tray is simply slotted into the receiving brackets as shown and secured with the bolts (a). The tray can be adjusted to varying depths and then re-tightening the bolts securely.



## Footrest Straps

Straps are available to secure the user's feet into position if required.

## Chest Belt Attachment

A chest belt with laterals is available to secure the user in the Leckey Toilet Seat. To attach the chest belt, loop it around the back of the seat and Velcro securely at the front around the user. The strap also has two foam wedges attached which may be used to position the user more securely. The lateral supports can also be positioned out of the way at the back of the seat if the user does not require this level of support.



# Over Toilet Seat

To fit the seat to the toilet, firstly remove the existing toilet seat to the place into position the metal bracket supplied. Once in position replace the original toilet seat and secure this and the bracket by re-tightening the original toilet seat bolts.

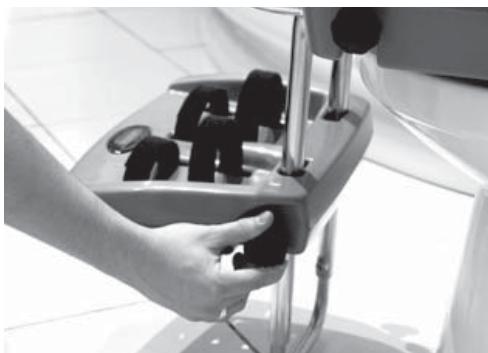
The Over Toilet Seat can then be slotted into the appropriate position over the toilet by using the receivers (a). Once the required position is obtained the bolts should be tightened securely.

Finally it is VERY IMPORTANT for stability to ensure that once the Over Toilet Seat is in position that the bar (b) should be released and lowered to the floor level. To lower the bar, firstly raise the footrest by loosening the bolts. The loosen the allen bolts (c) and lower the bar (b) to ground level. Then re-tighten the allen bolts (c) and adjust the footrest to the required position.

## How to Adjust

The Over Toilet Seat adjust in the same way as the Toilet Seat.

The accessories available for the Over Toilet Seat are the same as for the Toilet Seat.



## 9 Cleaning & Care Information

### How to Maintain

The Leckey Toilet Seat is manufactured from stainless and plastic. The plastic used has been treated with an anti-bacterial agent. When cleaning we would recommend that you use warm water and a non-abrasive detergent.

### Upholstery and fabrics

1. The upholstery and fabrics can be removed and machine-washed at 60 degrees.

2 Always ensure the product is dry before use.

### Metal and plastic and wooden components

1. Soap and water or antibacterial spray can be used for daily cleaning.

2. For deep cleaning a low pressure steam cleaner can be used

3. Do not use solvents to clean plastic wooden or metal components.

4. Make sure the product is dry before use.

## 10 Daily Product Inspection

### (Therapists, Parents & Carers)

We recommend that daily visual checks of the equipment are carried out by therapists, carers or parents to ensure the product is safe for use. The recommend daily checks are detailed below.

1. Ensure all adjustment knobs and bolts are in place and secure.
2. Check all castors are moving freely and lock securely.
3. Check all Velcro strips and brush fluff to ensure straps secure firmly.



**If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer services department or your local dealer as soon as possible.**

# 11 Annual Product Inspection

**(Therapist, Technician, Leckey Product Advisor, Dealer)**

Leckey recommend that each product should be subject to a detailed inspection at least once a year and every time the product is reissued for use. This inspection should be carried out by a technically competent person who has been trained in the use of the product and should include the following checks as a minimum requirement.

1. Check all knobs, nuts, bolts and plastic buckles are in place, replacing any missing items.
2. Lift the base to check each castor individually. Make sure they are moving freely and remove any dirt from the rubber wheels. Check that the brakes lock the wheels securely.
3. Visually check the structure of the product paying attention to weld points on the frame ensuring there are no signs of fatigue or cracking around the welds.
4. Leckey recommend that a written record is maintained of all annual product inspections.



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# 12 Re-issuing Leckey Products

Most Leckey products are assessed and ordered to meet the needs of an individual user. Before reissuing a product we recommend that the therapist prescribing the product has carried out an equipment compatibility check for the new user and has ensured that the product being re-issued contains no modifications or special attachments.

A detailed technical inspection should be carried on the product prior to re-issuing. This should be carried out by a technically competent person who has been trained in the use and inspection of the product. Please refer to section 11 for the required checks to be carried out.

Ensure the product has been cleaned thoroughly in accordance with section 9 of this manual.

Ensure a copy of the user manual is supplied with the product. A copy can be downloaded from our website [www.leckey.com](http://www.leckey.com)

Leckey recommend that a written record is maintained of all product inspections carried out during the reissue of the product.



**If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer service department or your local dealer as soon as possible.**

## 13 Product Servicing

Servicing of all Leckey products should only be carried out by technically competent persons who have been trained in the use of the product.

In the UK & ROI please contact the Leckey Service Centre on UK 0800 318265 or ROI 1800 626020 and our customer service department will be delighted to assist you with your servicing requirements.

All international service enquiries should be directed to the appropriate Leckey distributor who will be delighted to assist you. For further information on Leckey distributors please visit our website [www.leckey.com](http://www.leckey.com).



**If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer services department or your local dealer as soon as possible.**

## 14 Technical Information

### Product Codes

The toilet seat comes complete with hip belt, footplate, splash guard, backrest, castor frame and pan.

LTS/1/\* – Toilet Seat Size 1

LTS/2/\* – Toilet Seat Size 2

LTS/3/\* – Toilet Seat Size 3

The over toilet seat comes complete with hip belt, footplate, splash guard, backrest and pan.

OTS/1 – Over Toilet Seat Size 1

OTS/2 – Over toilet Seat Size 2

OTS/3 – Over Toilet Seat Size 3

OTS/#/A – Mounting Bracket for Over Toilet Seat

LTS/#/C – Support Tray

LAB/1/A\* - Chest belt

LAB/#/B\* - Abduction Belt

LAB/1/C\*- Head laterals

LTS/1/D

# Please insert size

\*Please insert your choice of colour of cover

AM- Aquamarine

RB – Royal Blue

GR – Irish Green

OR – Terracotta

VT- Violet

YE- Sunshine Yellow

# 15 Technical Data

	LTS/1 OTS/1		LTS/2 OTS/2		LTS/3 OTS/3	
Toilet Seat	400	16	500	20	600	24
Over Toilet Seat						
Backrest						
<b>Seat Depth</b>						
Max	180	7	220	8.5	240	9.5
Min	240	9.5	330	13	400	16
Seat Width	220	8.5	290	11.5	370	14.5
Seat to Tray	200	8	250	10	300	12
<b>Seat to Footplate</b>						
Max	160	6	160	6	160	6
Min	400	16	400	16	400	16
Backrest Angle _Prone / Recline_10°						
Max Weight_75Kg 165 Pounds						
<b>Tray</b>	W_500mm 20" D_330mm 13"					
<b>Castor Frame</b>	W_520mm 20.5" H_450mm 17.5" L_625mm 25"					

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